



AMERICAN CONSULATE GENERAL, HYDERABAD, INDIA

VACANCY ANNOUNCEMENT NUMBER: HYD-10-25

The U.S. Consulate General in Hyderabad is seeking an individual for the position of Secretary in Management Section.

Applicants must apply on Form HR-01 (Application form for Employment) and specify the vacancy announcement number. Applications not completed on Form HR-01, or without reference to a specific vacancy number will not be accepted. Only completed forms will be accepted. (Refer to application procedure below)

Only applicants who are selected for the interview will be contacted

OPEN TO: All interested candidates.

POSITION: Secretary; FSN-120-06
HYA 500001 (Personal Service Agreement)

OPENING DATE: October 20, 2010.

CLOSING DATE: November 3, 2010.

WORK HOURS: Full-time; 40 hours/week

SALARY: **Not Ordinarily Resident:** Grade: FP-08*
Ordinarily Resident: Grade: FSN-06*

*Starting salary and grade will be determined on the basis of qualifications and experience, and/or salary history.

BASIC FUNCTION OF POSITION

- Assist the Management Officer in all functions of the Management Section. Maintain the Management Officer's calendar/schedule of appointments for official visitors. Prepare briefing books whenever

required.

- Receive all telegraphic and general mail for the Management/GSO office and make internal distribution.
- Draft telegrams, memos, Management instructions/notices, letters and other routine correspondences.
- Establish and maintain subject files, file data, retrieve information, and dispose off the records in accordance with guidelines.
- Order and maintain office supplies for Management, Health Unit and cleaning supplies for cafeteria.
- Update post's employee contact list, emergency evacuation information, US Govt owned and leased properties list and office extension directories from time to time.
- Work with IT staff to update information on Post's local website.
- Act as back up to the Consulate's Cashier.

QUALIFICATIONS REQUIRED

1. Education: Completion of class XII is required.
2. Prior Work Experience: 3 years prior office management and related customer service experience is required.
3. Language proficiency: English-Level III in speaking, writing, reading, understanding. Hindi/Telugu-Level III in speaking, writing, reading, understanding.

SELECTION PROCESS

Qualified Eligible Family Members and applicants with U.S. Veteran Preference will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.

3. Eligible Family Members who currently hold a FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of that appointment.

TO APPLY

1. **Application for Employment**, Form HR-01 available on website <http://hyderabad.usconsulate.gov/jobopportunities.html>
2. **OPTIONAL**: Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.
3. Candidates who claim U.S. Veterans preference must provide a copy of DD-214 with their application

SUBMIT APPLICATION TO

U. S. Consulate General
Human Resources Office
1-8-323, Paigah Palace, Chiran Fort lane,
Begumpet, Secunderabad - 500003.
FAX: 4033-8301
or
E-mail: Hyderabadvacancies@State.gov

Please insert "**HYD-10-25**" (Vacancy Announcement Number) in the Subject of the E-mail. Applications without the Vacancy Number or with the incorrect Vacancy Number will not be accepted.

DEFINITIONS

1. EFM: US Citizen spouse or US citizen child as referred to in 14 FAM 511.3 (1), who is at least age 18, and who, in either case, is on the travel orders of a US citizen Foreign or Civil service employee or military service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad and under Chief of Mission authority.
2. Member of Household (MOH): Foreign born spouses, dependent children, unmarried partners of the same and opposite sex, parents, other relatives or adult children declared to the Chief of Mission who fall outside the Department's current legal and statutory definition of EFM.

3. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permit for employment in country.
4. Not-Ordinarily Resident (NOR): Typically NORs are US citizen EFMs and family members of FS, GS, and Military Personnel who are on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

NOTE: ALL ORDINARILY RESIDENT EMPLOYEES ARE COMPENSATED IN ACCORDANCE WITH THE MISSION LOCAL COMPENSATION PLAN. FOREIGN NATIONAL APPLICANTS MUST BE RESIDING IN INDIA AND HAVE VALID WORK AND RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION. PLEASE ATTACH COPIES OF RELEVANT DOCUMENTATION. APPLICATIONS WITHOUT RELEVANT DOCUMENTATION WILL NOT BE ACCEPTED.

All applications for the Subject announcement must be received in the Human Resources Office by close of business November 3, 2010.

Cleared by: MGT - DMcCullough
Drafted by: HR - VSaradhi

AN EQUAL OPPORTUNITY EMPLOYER